

FIRE WATCH FORM

DATE ISSUED: _____

BUILDING/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____ FAX: _____

SUPERVISOR'S NAME: _____ PHONE: _____

PERSON IN CHARGE OF FIRE WATCH: _____

ALARM COMPANY: _____ PHONE: _____

System out of service

Where a required fire protection system is out of service, the code official shall be notified immediately and, where required by the code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.

Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

This structure has been placed on Fire Watch due to a recognized failure in the fire alarm system. The Fire Department representative or fire official has made the judgment that the system is unreliable in its present state. The following procedure must be observed during the duration of the Fire Watch. (Duration period is that time period your alarm system is out of service).

1. The alarm system must be serviced by qualified personnel prior to being returned to service.
2. A walk-through of the building(s) covered by the alarm system must be conducted EACH hour and documented on the FIRE WATCH LOG form until the system is back in service.
3. Mail or fax this completed Fire Watch log and your fire alarm work order showing any corrections made to _____ within 14 days of system being returned to service. Failure to notify _____ will result in a compliance notice being issued to your business.

If there are any questions about the occupant's responsibility or about this form, contact _____ at

INSPECT ALL ROOMS ONCE EACH HOUR AND RECORD EACH INSPECTION ON THIS LOG

[illegible]

